



**VACANCY NOTICE - CADET ADMINISTRATION ASSISTANT (CAA) – EAST MIDLANDS
RESERVE FORCES AND CADET ASSOCIATION (EM RFCA)**

Applications are invited for the post of full time Cadet Administration Assistant (CAA) B-Squadron with East Midlands Reserve Forces and Cadets Association (EM RFCA) to work within Leicestershire, Northamptonshire and Rutland Army Cadet Force (LNR ACF). This post is based at the County Headquarters, Tigers Road, South Wigston, Leicestershire, LE18 4WS. The successful candidate will be expected to reside within daily travelling distance of the Army Reserve Centre.

EMRFCA Role and Responsibilities.

East Midlands Reserve Forces and Cadets Association (RFCA) is responsible for managing and maintaining the Army Reserves and Cadet premises across the East Midlands and contributes to wider Ministry of Defence (MoD) outputs. We play a leading role in strengthening the environment for the Armed Forces through building relationships with local communities and employers. We help deliver the MoD's youth support programme through the MoD sponsored Cadet Forces, providing opportunities for young people to reach their fullest potential, irrespective of background. We are also responsible for engaging with Reservists' employers, supporting Reservists and Cadets, and assisting with recruitment of Army Cadet Force Adult Volunteers.

General Description of the Role

The primary role of the post is to champion, support and enable cadets and cadet activity through the provision of a professional, effective and supportive logistic support function, which enables Cadet Force Adult Volunteers (CFAVs) to deliver safe, exciting and inclusive cadet activity.

Applicants will want to make a positive difference to the lives of young people and will have a thorough understanding of the benefits that being a member of the Army Cadet Force can bring. You will have demonstrable experience in providing a logistic support function and will be able to demonstrate experience in the management, accounting and maintenance of various stores and equipment. Previous experience within the Youth Sector or the Armed Forces is not critical but could be advantageous. You will be a team player and you will be able to demonstrate your ability to develop strong, mutually supportive relationships with others. You should have excellent verbal and written communication skills and be able to manage stakeholder expectation in a sensitive and tactful manner.

Applicants must be aware of the importance of safeguarding and understand the importance of a child-centred approach to safety and wellbeing. The role also requires security clearance and enhanced Disclosure and Barring check.

Terms and Conditions.

The successful candidate will be employed by EM RFCA as a member of the Professional Support Staff (PSS) with the status of a Crown Servant (Pay Band E1) and the role attracts an annual salary of £32,455 per annum and is based on an All Hours Worked (AHW) contract. The All Hours Works



**EAST MIDLANDS
RESERVE FORCES AND CADETS ASSOCIATION**

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contract reflects the requirement to work additional hours in the evenings and also at weekends on a routine basis.

Annual leave, excluding public holidays, is 25 days per annum rising to 30 days after 5 years' service. Previous HM Armed Forces service or service in the public sector will count towards qualifying years' service. The successful candidate will be eligible to join the Council of RFCA's Pension Scheme which operates on a Career Average Revalued Earnings (CARE) in which the employer contribution is 13% and the employee contribution 5%.

Probation.

The appointment is for an initial probation period of 6 months and final confirmation of your appointment is dependent upon the satisfactory completion of this probationary period.

Application.

If you feel that you are the ideal candidate and could bring experience to the role, send a current CV and a covering letter demonstrating how you meet the essential requirements of this job, including evidence of relevant professional accreditations / memberships, and why you consider yourself suitable for the position, indicating your interest and motivation to assume this role by email to Miss Chantelle Hibbert at em-offman@rfca.mod.uk

The closing date for applications is 12:00 noon on Friday 13th November 2026. The shortlist for interviews will be notified as soon as possible after that date. **Interviews will be held shortly after this date – to be confirmed.** The post will be vacant and the Association wish it to be filled as soon as possible.

A copy of the Job Description for this position can be viewed on the Associations' website:

www.eastmidlandsrfa.co.uk/about/vacancies

Signed on original

Mrs Dee Rai
Head of Finance and Human Resources
On behalf of
SC Williams OBE
Chief Executive
East Midlands Reserve Forces and Cadets Association

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